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2 January 1954

MEMORANDUM FOR: Chief, Plans and Research Staff, OTR  
SUBJECT: Weekly Activity Report #1, 21 Dec 53 - 1 Jan 54

I. NEW ACTIVITIES

Clerical Training Branch

1. Plans have been completed for the Clerical Institutes to be held in Room 117 Central Building, 2 - 4 p.m., on 19 January (DDA), 26 January (DDP), and 2 February (DDI), - purpose: the participation of operating office staffs with Personnel and Training to review clerical training programs to date, to clarify current and anticipated clerical training requirements, and to determine the action indicated.

2. Plans are developing for an Office Management Course, - essentially supervisory training for clerical personnel aimed at the specifics of office management.

Executive, Administrative, and Supervisory Training Branch

1. The Management Course A will commence on 11 January. This is a basic management course; 40 hours (mornings only for ten consecutive days); it will be conducted by [ ] and visiting assistants, in Room 151, Building [ ], 8:30 - 12:30 daily, 11 - 22 January.

2. It is planned to hold the second presentation of the Human Resources Program specifically for top management personnel of the Agency during the period, 19 - 27 January. One such presentation will also be made in February and in March, - until all senior officials of the Agency have been included.

3. Presentations of the Human Resources Program for supervisors within OTR will be arranged by [ ] next week. The first follow-up meetings in these intra-OTR Human Resources Programs will be concerned with a discussion of the use of the Personnel Evaluation Report.

II. OLD ACTIVITIES No report.

III. PERSONNEL CHANGES No report.

IV. GENERAL

The Chief of the Division will attend the 2nd. week of the Management Course of the American Management Association, Hotel Astor, New York, all of next week. He will be available there, 9 - 5 daily. He will be back in the office on Saturday morning, 9 January.

Chief, Management Training Division

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